

# BUR-MIL CLUBHOUSE

## INFORMATION



## PACKET

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**Information & Rates Effective January 1, 2006**

Thank you for considering or choosing Bur-Mil Club for your event. We look forward to working with you. Below is general information about the Clubhouse, which we encourage you to review as soon as possible. **When you sign the Lease Agreement you will be agreeing that you have read and understand all the information in this Information Packet.** Please feel free to call at any time if you have any questions.

**Holding Your Date:** We will gladly hold a requested date for 10 days, during which time you can review this Information Packet, call us with questions, visit the facility to make sure it will meet your needs, etc. After the 10 days we ask that you call to request a Lease Agreement or cancel the hold.

**Lease Agreement, Deposits & Final Payment:** Your reservation will be confirmed when we receive your signed Lease Agreement, Rental Addendum, Room Deposit and Clean-up/Damage Deposit. Your Room Deposit is the Base Room Rental and the Damage Deposit is \$100.00. You will be billed after the event for your remaining charges and you will have twenty (20) days to pay the balance. 90 days written notice of cancellation is required for Friday-Sunday events and 45 days written notice is required for Monday-Thursday events for your deposit to be returned. Make your checks payable to "City of Greensboro". Anyone leasing Bur-Mil must be at least 21 years old. Only the rooms designated in the Lease are to be used during your event.

**Cost Estimate:** The Rental Addendum is a cost estimate based on the information you give us at the time of the rental. Keep in mind that your actual Invoice may be different than the Estimate should any factors change. Many of our fees are directly related to your number of guests and how long you occupy the building. Also, needs may arise as your event date nears that you did not anticipate at the time the estimate was prepared.

**Liability:** You cannot have more people in the area you have rented than our fire capacities allow. If your number of guests should exceed fire capacities, additional rooms will be opened for your use and all applicable charges added to your invoice. Any damage to the Club caused by you or your guests will be taken out of your Damage Deposit. Bur-Mil is not responsible for any personal property or equipment brought to or left at the Club.

**Catering Services:** You are welcome to use any caterer on the Bur-Mil List of Approved Caterers. Your caterer will be charged 10% of the caterers' total invoice to you before taxes as his fee for conducting business at Bur-Mil and using our facilities. That charge will be on the bill you get from your caterer, not on your Bur-Mil bill. Caterers are expected to leave the kitchen in the same condition in which it was found and get all of their garbage into the dumpster.

**Food Provided by You:** You may bring in your own food or have your guests bring covered dishes. You will need to bring everything related to your food service. The Food Service Fee is based on the size of your group (see the chart on page 4). If you use the kitchen you are expected to leave it in the condition in which it was found. **You are responsible for clearing all of your tables and getting all the trash you generate into the trashcans we provide,** even though our staff will pull the trash bags and get them to the dumpster. All or a portion of your Clean-up/Damage Deposit will be used to cover the expense of excessive cleanup required after your event.

**Food Provided by Bur-Mil:** Our in-house caterer, Culinary Visions, can provide breakfasts, breaks & lunches for events held weekdays between 8:00 a.m. and 5:00 p.m. Menus provided upon request. For social hours, dinners, picnics, etc. for evening and weekend events, please call the caterer directly (632-0550).

**Bar Service:** All alcohol served at Bur-Mil is served by Bur-Mil bartenders. The only exception is that a licensed caterer, with the appropriate ABC permits, can serve wine with a sit-down meal. We can offer a Host Bar, Tab Bar or Cash Bar. Review the information on page 5 and call with any questions. Under no circumstances is brown bagging permitted, and if it is suspected that a guest has left the building to drink from his/her car, they will not be permitted to return to the event. Security hired by us may be required when alcoholic beverages are served. You will be charged \$25 per hour per officer for their services.

**Selling Tickets:** You cannot sell tickets or exchange money at the Club unless you have been given permission by Club management. Permission will only be considered if your group is an authorized non-profit group, the exchange of money benefits the group and not an individual, and if your activities will not interfere with anyone else who is renting the Club at the same time. Examples of acceptable situations would be family reunions who collect annual fees from family members, and non-profit groups who are collecting from their invited, pre-registered members, the cost of the meal provided. Businesses selling products and events where the general public has been invited and an admission is being charged are expressly prohibited.

**Decorations:** Any decorations you bring in must be flame retardant and any live greenery must be cut within 24 hours of the

function. You cannot put anything on the walls, floors or ceiling with nails, staples, carpet tape or any other substance that might damage Bur-Mil. Glitter, confetti, sparklers, canned string or like products are not permitted. Bubbles and birdseed are allowed outside only. All decorations brought in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. Only enclosed flames are permitted (votive candles, floating in glass container, hurricane lamps, etc.)

**Linens and Candles Provided by Bur-Mil:** If you are renting linens and/or candles from Bur-Mil, they will be on your tables when you arrive and they will be removed by Bur-Mil staff after you leave. However, you are still responsible for clearing the tables of all trash and removing any additional decorations you have brought in.

**Room Preparation:** Bur-Mil staff will help you design your room(s) and the room(s) will be prepared for you before you arrive. Bur-Mil has both 60" round tables that seat 8 and 48" round tables that seat 6. Both 6' and 8' banquet tables and card tables are also available. There are 300 gray and 200 off-white stack chairs. See page 5 for additional available equipment. The kitchen has a warmer for keeping food hot that arrives hot, a refrigerator, a small microwave, and an icemaker. No other food service related equipment is available.

**Event Hosts:** Event Hosts are scheduled to work based on when you tell us you need access to the building. Evenings, weekends and holidays the building will be locked and there will not be staff on duty unless they are scheduled. We schedule the Custodians who set-up the rooms and the Event Hosts based on when you tell us you plan to arrive, so do not arrive early and expect your rooms to be ready or your staff person to be on site to assist you.

## **FEES & CHARGES**

### **A. ROOM RENTAL RATES**

1. A Half-Day rental is either from 8:00 a.m.-2:30 p.m. or 3:30 p.m.-midnight. For events scheduled to end later than 2:30 p.m. or customers who need access to their room(s) earlier than 3:30 p.m., the Full-Day Rate will apply. Bur-Mil Park is closed on Christmas Eve and Christmas Day.

<b>Rooms</b>	<b>First Half-Day Base Rate</b>	<b>Second Half-Day Base Rate</b>	<b>Full Day Base Rate</b>
Banquet	\$130	\$175	\$220
Triple Crown I	\$ 50	\$ 60	\$ 70
Triple Crown II	\$ 50	\$ 60	\$ 70
Oak	\$ 70	\$ 90	\$110
Lake	\$110	\$145	\$180
Training	\$ 80	\$100	\$120
Guilford	\$ 80	\$100	\$120
Cedar	\$110	\$145	\$180
Screened Porch	\$ 70	\$ 80	\$ 90

In order to use the large end of the Terrace, customers must rent at least the Banquet & Lake Rooms.  
In order to use the small end of the Terrace, customers must rent at least the Cedar Room & Porch.

2. The Furniture Use Fee is \$.75 per chair. This fee covers all the furniture (tables and chairs) you need, set-up for you by our staff prior to your event. Bur-Mil requires a guaranteed number of guests for billing purposes three working days before the event.
3. The Clean-Up/Damage Deposit is \$100.00 per event and must be paid when the Lease is signed. This money will be applied to your final bill if the rooms you rent are left in satisfactory condition, or will be retained if excessive clean-up or repairs are required after your event. To assure that you are leaving the room(s) in satisfactory condition, ask your Event Host to inspect before you leave.

### **B. FOOD ARRANGEMENTS**

Bur-Mil will be happy to provide your food service for Monday-Friday, 8:00 a.m.-5:00 p.m. events (request a copy of our menus). However, you are also welcome to make arrangements for your food needs through other caterers or bring in your own food. If you're using a licensed caterer, we will invoice the caterer 10% of their total invoice to you before taxes, and you will see this reflected on the invoice from your caterer. If you bring in your own food, we will add a Food Service Fee to your invoice based on your number of guests, as indicated below:

1-10 people - \$10	26-50 people - \$25	101-150 people - \$75	251-350 people - \$150
11-25 people - \$15	51-100 people - \$50	151-250 people - \$100	351+ people - \$200

### **C. BUR-MIL EVENT HOST**

Bur-Mil requires an Event Host after 5:00 p.m. on weekdays and during all hours of rental on weekends and City Holidays. This fee is \$13.00 per hour. There are seven Holidays on which the rate is \$24.00 per hour. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) The Event Host will be in the building and available throughout your event, remain until all guests have left to remove garbage, and then secure the building. Our staff are familiar with the building and are there to meet your facility-related needs as they arise. For groups of 200 or more, Bur-Mil requires a second Event Host.

## D. EQUIPMENT RENTALS

TV/VCR	\$25.00 per use per day
Overhead Projector with Screen	\$15.00 per use per day
Screen only or Easel only	\$ 5.00 per use per day
Easel with paper, markers and tape	\$20.00 per use per day
Podium with microphone	\$20.00 per use per day
Lapel wireless microphone	\$20.00 per use per day
Linens (white & ivory available)	\$ 7.50 per linen; \$10.00 for 90" rounds
Napkins (white & ivory available)	\$ 1.50 for 8 napkins
Votive Candles (red, amber & clear)	\$ 1.00 each

## E. AVAILABLE BAR SERVICES

Regardless of the type of bar you choose to offer your guests, we require that our bartenders serve your guests. Bartenders will request ID from your guests if they appear to be younger than 30. Paid security officer(s) may also be required for your event. If so, the charge is \$25 per officer per hour.

Bartenders: \$15 per hour per bartender

1 bartender for every 100 or fewer guests for beer/wine only bar

1 bartender for every 80 or fewer guests for beer/wine/liquor bar or Cash Bars

There is a 3-hour minimum bar. Bartenders require 1 hour set-up and ½ hour clean-up time.

### 1. Host Bar

With this type of bar, you purchase and bring to us for service the beer/wine/liquor, pay for the bartender(s), and pay Bur-Mil a per person Bar Service Fee. This per person fee includes supplies (cups/napkins/ice/corkscrews/etc.), set-ups, corkage, and soft drinks / sparkling water for non-drinkers and under-age guests. This fee is based on whether the bar is beer and wine only (B/W) or also liquor (B/W/L), and how long the bar is open. These per person fees are listed below:

3 Hours		4 Hours		5 Hours		6 Hours		7 Hours	
B/W	B/W/L	B/W	B/W/L	B/W	B/W/L	B/W	B/W/L	B/W	B/W/L
\$1.25	\$2.50	\$1.40	\$2.80	\$1.55	\$3.10	\$1.70	\$3.40	\$1.85	\$3.70

NOTE: Bur-Mil management can order beer and wine for you directly from the distributors and add the wholesale cost, plus a 10% handling fee, to your final invoice. Canned beer is preferred by Management. Keg beer is strongly discouraged. Permission from the Club Manager must be secured to bring in bottled beer, and permission will only be granted when a brand of beer is unavailable in cans.

### 2. Tab Bar

Bur-Mil can also furnish you with a beer, wine and soft drink tab bar where you are invoiced a per drink charge for the drinks consumed by their guests. You are also invoiced for the bartender(s).

Domestic Beer - \$2.00      Imported Beer - \$3.00      Wine - \$3.00      Soft Drinks - \$ 1.00

### 3. Cash Bar

Bur-Mil can also furnish you with a beer, wine and soft drink cash bar at no cost to you, except for the bartender(s). If you don't want your guests to have to pay for soft drinks, we can charge you \$.50 per guest and make them available to your guests at no charge. This must be arranged in advance. Cash bar prices to your guests are as follows:

Domestic Beer - \$2.00      Imported Beer - \$3.00      Wine - \$3.00      Soft Drinks - \$ 1.00

**UNDER NO CIRCUMSTANCES IS BROWN BAGGING PERMITTED!**

The chart below can be used to identify which room(s) you will need for your event based on the number of people you expect to attend and the type of room set-up you need. Please discuss your specific situation with Bur-Mil staff to confirm that you are reserving the best room(s) for your needs. See the building layout on the next page.

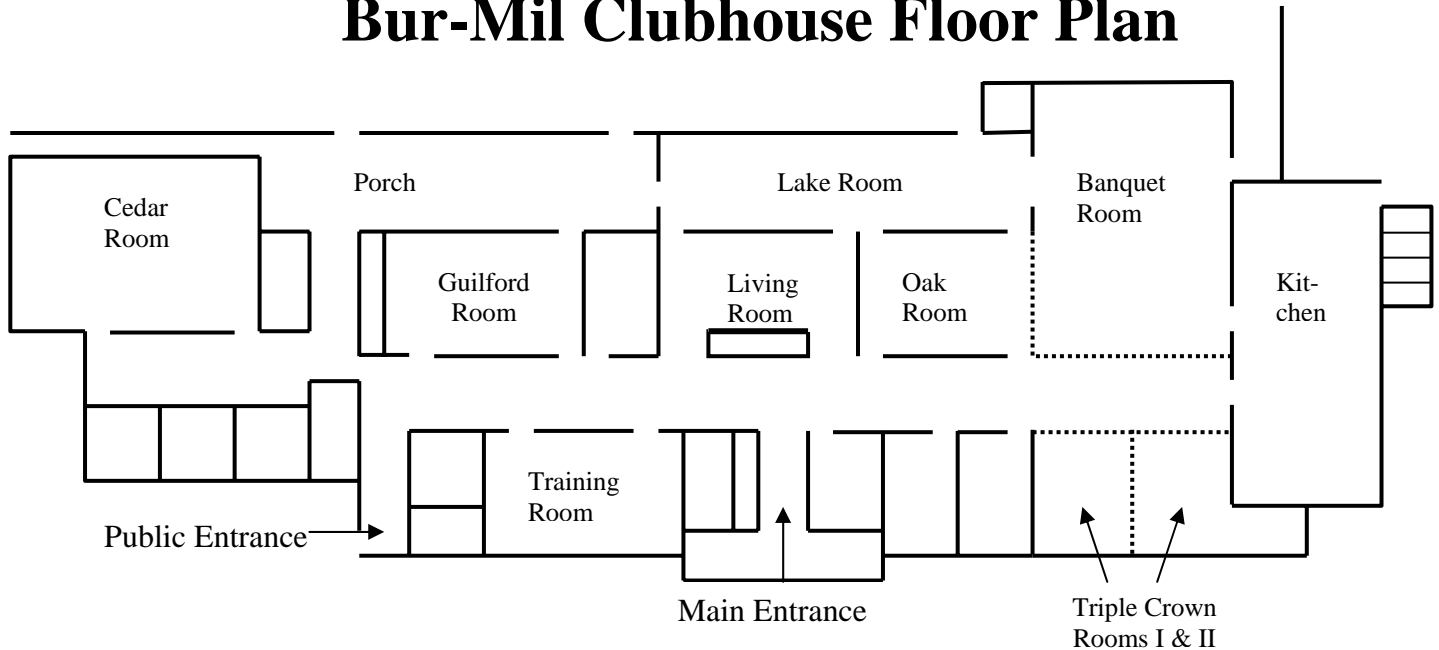
**Room Set-Up Definitions:**

Classroom:	Seated at tables, only on one side of the table, all facing the front of the room.
Theater:	Rows of chairs with a center aisle.
Conference:	Four-sided square or rectangular table with people seated around the outside only.
Horseshoe:	Three-sided table with people seated around the outside only.
Banquet:	Seated at 60" round tables.
Reception:	No seating at all.

Keep in mind that these are MAXIMUM capacities. If other furniture is needed in the room (buffet, cake and/or gift tables, bar, etc.) or activities will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people. The Banquet, Triple Crowns, Oak and/or Lake can be used together by opening moveable walls to accommodate large groups. There is a foyer outside the Cedar that can be used by those renting the Cedar Room. Additionally, the Guilford Room and Porch are often used together during the spring, summer and fall.

<b><u>ROOM</u></b>	<b><u>Dimensions</u></b>	<b><u>Sq. Footage</u></b>	<b><u>Classroom</u></b>	<b><u>Theater</u></b>	<b><u>Conference</u></b>	<b><u>Horseshoe</u></b>	<b><u>Banquet</u></b>	<b><u>Reception</u></b>
Banquet	37 x 52	1924	72	200	80	64	128	275
Banquet & TC's	37 x 87	3219	100	325	NA	NA	216	460
TC I or TC II	18.5 x 25	462.5	16	36	16	12	32	66
TC I & TC II	37 x 25	925	32	72	32	28	64	132
Lake	20 x 75	1500	60	150	72	68	96	214
Oak	34 x 23	782	28	80	32	28	52	112
Training	24 x 36	864	28	80	32	28	56	120
Guilford	24 x 35	840	28	80	32	28	56	120
Cedar	35 x 48	1680	56	130	48	56	112	240
Porch	20 x 84	1680	NA	NA	NA	NA	80	160

# Bur-Mil Clubhouse Floor Plan



**NOTE: Dotted lines indicate moveable walls**

## Company Picnics, Golf Outings, Class Reunions, Church Retreats, etc.

**In addition to the Clubhouse, Bur-Mil Park offers a Par 3 nine-hole golf course, putting green, driving range, new family aquatic center, six tennis courts, two sand and three grass volleyball courts, soccer fields, horseshoe pits, fishing ponds, hiking trails, playgrounds, and eight picnic shelters. Packages including a variety of these additional activities can be arranged. Call 373-3800 to request a brochure about these park amenities and the associated fees.**

## **Directions to Bur-Mil Park & Clubhouse**

### **A. Entering Greensboro from the West on I-40:**

1. Take the NC-68 exit (exit #210) toward High Point/Piedmont Triad International Airport
2. Turn left onto NC-68 North
3. Go 1.9 miles and take the ramp toward Bryan Blvd./Piedmont Triad Int'l Airport, which will merge onto Airport Parkway and then will become Joseph M. Bryan Blvd.
4. Go 5.0 miles and take the New Garden Road/Guilford College Road exit
5. Turn left onto New Garden Road
6. Go 1.7 miles and turn left onto US-220 North, which is also called Battleground Avenue
7. Go 2.5 miles and turn right onto Owls Roost Road
8. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park.

### **B. Entering Greensboro from the Southwest on I-85:**

1. Take the US-220 North exit (exit #122B) toward I-40 West/Coliseum area.
2. Stay straight and merge onto Freeman Mill Road
3. Go 4.0 miles and Freeman Mill becomes S. Edgeworth Street
4. Go .7 mile and turn left (merge) onto Battleground Avenue, which is also US-220 North
5. Go 7.4 miles, making sure you stay on Battleground Avenue, and turn right onto Owls Roost Rd.
6. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park

### **C. Entering Greensboro from the South on US-220:**

1. After crossing I-85, stay straight and merge onto Freeman Mill Road
2. Follow steps 3-6 from directions "B" above

### **D. Entering Greensboro from the Southeast on US-421:**

1. Merge onto N. O'Henry Blvd./US-220 North/US-421 North
2. Go 3.2 miles and merge onto E. Wendover Avenue/US-220 North/US-421 North
3. Go 2.5 miles and take the US-220 North ramp toward Roanoke/Battleground Avenue, stay straight to go onto US-220 North/Battleground Avenue
4. Go 6.3 miles and turn right onto Owls Roost Road
5. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the Park

### **E. Entering Greensboro from the East on I-40/I-85:**

1. Take the NC-6/East Lee Street exit (exit #128) toward US-29 North/US 220 North
2. Keep right at the fork in the ramp
3. Merge onto East Lee Street/NC-6 West
4. Go 3.0 miles and turn right onto Murrow Blvd. (after about a mile it becomes E. Fisher)
5. Go 1.6 miles and turn right onto Battleground Avenue
6. Follow steps 5-6 from directions "B" above

### **G. Entering Greensboro from the Northeast on US-29:**

1. Take the Cone Blvd. exit and turn right onto Cone Blvd.
2. Turn right onto US-220 North/Battleground Avenue
3. Go 4.6 miles and turn right onto Owls Roost Road
4. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the park.

### **H. Entering Greensboro from the North on US-220:**

1. After going through the Strawberry Road intersection, turn left at the next light, which is Owls Roost Road
2. Go .3 mile and turn left onto Bur-Mil Club Road and you're in the park.



